

**Warren County Health Services  
Health, Human and Social Services Committee  
AGENDA FOR  
September 25, 2017  
Information Submitted By: Patricia Auer, DPH/DPS**

**Health and Human Services Committee Members:** Frasier, MacDonald, Vanselow, Montesi, Braymer, McDevitt, Leggett

**I. Committee meeting call to order by Chairperson**

Motion to approve minutes of August 22, 2017 Health Services Committee meeting

**II. Action Agenda/New Business**

**Request Resolution:**

To authorize acceptance of funding in the amount of \$2,000 from Adirondack Rural Health Network.

**Rationale:**

The funds received from the Adirondack Rural Health Network will be used to cover the cost of the vehicle wrap we discussed at the last meeting. Dan Durkee, Senior Health Educator, is obtaining quotes for this project as per the Warren County Purchasing Policy. It is a slower process than we expected.

**Request Resolution:** For Budget Transfer.

Please see **Attachment 5.**

**Request Resolution:** For Budget Amendment

Please **Attachment 6.**

Tawn Driscoll, Fiscal Manager, will be present at the meeting to review the need for the Budget Transfer and Budget Amendment.

**III. Referral/Pending Items**

In follow up to last month's meeting regarding the discussion on Lyme Disease and other tick borne disease prevention efforts, I had conversation with Jeff Tennyson, Warren County Department of Public Works Superintendent. Mr. Tennyson reported that much prevention education is done with employees who work outside in potential risk areas, trails are appropriately marked, and that spraying is not going to cure the issue. We agreed that continued heightened awareness will need to be ongoing.

**IV. Information for Discussion/Review**

**Report of Expenditures, Revenues, Overtime and Per Diem Use for 2017**

Please see **Attachment 2.**

**Revenue and Expense Comparison Report for 2016 vs 2017**

Please see **Attachment 3.**

Tawn Driscoll, Fiscal Manager, will be present at the meeting to review the reports and answer any questions.

## **Emergency Response and Preparedness**

Please see **Attachment 1** for the monthly report.

## **Status of Referrals**

Please see **Attachment 4** for the detailed report.

Valerie Whisenant, Assistant Director of Patient Services, and Tammie DeLorenzo, Clinical & Fiscal and Informatics Coordinator, will provide comments at the meeting.

## **Staffing Update**

We are seeking Committee Approval to backfill 2 Registered Nurse Positions for which we have recruited nurses who wish to join our staff. Appropriate forms have been completed.

## **Upcoming Conferences and Educational Offerings Attended or Plan to Attend**

- Ginelle Jones, Assistant Director of Public Health, will attend the New York State Association of County Health Officials 2017 Annual Public Health Leader's Summit in Clayton, New York on October 4-6, 2017.
- Tammie DeLorenzo, Clinical and Fiscal Informatics Coordinator, will attend the Home Care Association of New York State Corporate Compliance Symposium in Albany on October 19, 2017.
- Jolie Nevatka, WIC Nutrition Facilitator, attended the Lactation Counselor Training Course in Plattsburgh on September 11-15, 2017.

The authorizations to attend the above offerings have been completed and were transmitted with the agenda information.

## **Rabies Program Report**

Our new plan for managing animal bites continues to go well. Please see **Attachments 7, 7a, 7b** for the report of, rabies clinics, bites and actions taken.

**2018 Budget Summary Report.** Information will be available at the meeting.

**V. Privilege of the floor to discuss any additional items to come before Committee**

**VI. Motion to adjourn the Health Services Meeting**

## **Attachments:**

1. Emergency Response and Preparedness Activities Report
2. Report of Expenditures, Revenues, Overtime and Per Diem Use
3. Revenue and Expense Comparison Report for 2016 vs 2017
4. Report of Referrals Status
5. Budget Transfer Request
6. Budget Amendment
7. **7a, 7b** Rabies Program Reports

**ATTACHMENT #1**  
**BT ACTIVITY SHEET**  
**BP1 - 7/1/17 - 6/30/18**

Page 1

Topic Color Codes

Red/Chempack; Green/SNS; Blue/Mass Fatality; Black/Training;  
 Purple/Special Needs; Orange/Drill; Black/Pan Flu

|      |                 |  |             |                  |
|------|-----------------|--|-------------|------------------|
| 8/4  | Survey          | Updated Warren County Baseline Data Survey   | Dan         |                  |
| 8/8  | Meeting         | Monthly Public Health EPR Coordinators Meeting   | Dan         |                  |
| 8/16 | Webinar         | MCM ClinOps Webinar Annual Preparedness Exercise Annual Information Session                      | Dan         | <b>Training</b>  |
| 8/16 | TTX             | Severe Weather Event impacting the region  | Dan         | Drill            |
| 8/16 | Meeting         | Chempack Drill planning meeting  | Dan         |                  |
| 8/16 | Webinar         | ServNY webinar on new version of ServNY Volunteer Registry                                       | Dan         | <b>Training</b>  |
| 8/22 | Webinar         | Mandatory Webinar: MCM Operational Readiness Review Update                                       | Ginelle     | <b>Training</b>  |
| 9/12 | Meeting         | Regional Public Health BT Coordinators Meeting   | Dan/J'nelle |                  |
| 9/14 | Seminar         | Community Preparedness Program Hadley-Luzerne Public Library                                     | Dan         | <b>Education</b> |
| 9/16 | Community Event | Registration table for Warren County Access and Functional Needs Registry and Hyper-Reach system | Dan         | <b>Education</b> |
| 9/20 | TTX             | Glens Falls Hospital Monthly Table Exercise  | Dan         | Drill            |
| 9/20 | Community Event | Community Preparedness Program Caldwell Lake George Public Library                               | Dan         | <b>Education</b> |
| 9/29 | Meeting         | Quarterly Health Emergency Preparedness Coalition State Meeting                                  | Dan         | <b>Training</b>  |
|      |                 |  |             |                  |

**WARREN COUNTY HEALTH SERVICES BUDGET ANALYSIS**

REVENUE AND EXPENDITURES FOR 2017 AS OF 9/19/2017 6:12:03 PM

FUND(S): A, CL, D, DM, EF, GI, MS, SD, V

CODE(S): 4010, 4013, 4016, 4054, 4190, 4018, 4189

| EXPENSES                | 2017 BUDGETED          | 2017 YTD ACTUAL       | 2016 Prior Year Totals |
|-------------------------|------------------------|-----------------------|------------------------|
| Salaries - Regular      | \$2,597,186.00         | \$1,525,283.20        | \$2,464,774.00         |
| Salaries - Overtime     | \$133,537.00           | \$67,149.89           | \$108,802.81           |
| Salaries - Part Time    | \$453,229.00           | \$281,535.41          | \$347,831.73           |
| 100's PERSONAL SERVICES | \$3,183,952.00         | \$1,873,968.50        | \$2,921,408.54         |
| 200's EQUIPMENT         | \$112,747.00           | \$44,515.88           | \$86,078.01            |
| 400's CONTRACTUAL       | \$6,142,345.97         | \$2,872,802.72        | \$5,773,955.20         |
| 800's EMPLOYEE BENEFITS | \$1,596,614.00         | \$1,033,554.91        | \$1,516,728.00         |
| <b>TOTALS</b>           | <b>\$11,035,658.97</b> | <b>\$5,824,842.01</b> | <b>\$10,298,169.75</b> |

| REVENUES | 2017 BUDGETED  | 2017 YTD ACTUAL | 2016 Prior Year Totals |
|----------|----------------|-----------------|------------------------|
|          | \$8,852,710.00 | \$3,434,278.78  | \$7,996,698.56         |

Note: We are in the process of closing the billing for the month of August 2017 for the Home Health Agency (CHHA) and the MCH Program. We have also accrued the July WIC Grant revenues of \$33,935.

**Warren County Health Services**

**Salaries Comparison**

2016 vs 2017

as of 9/3/17 Payroll

|                                      | YTD<br>2017           | YTD<br>2016           | YTD 16v17            | % Change      | Total Budget<br>2017  | Total Actual<br>2016  |
|--------------------------------------|-----------------------|-----------------------|----------------------|---------------|-----------------------|-----------------------|
| Total of All Depts                   |                       |                       |                      |               |                       |                       |
| Regular Salaries                     | \$1,525,283.20        | \$1,720,612.61        | -\$195,329.41        | -11.35%       | \$2,597,186.00        | \$2,464,774.00        |
| Overtime Salaries                    | \$67,149.89           | \$71,626.50           | -\$4,476.61          | -6.25%        | \$133,537.00          | \$108,802.81          |
| Part Time Salaries                   | \$281,535.41          | \$226,764.70          | \$54,770.71          | 24.15%        | \$453,229.00          | \$347,831.73          |
| <b>TOTALS</b>                        | <b>\$1,873,968.50</b> | <b>\$2,019,003.81</b> | <b>-\$145,035.31</b> | <b>-7.18%</b> | <b>\$3,183,952.00</b> | <b>\$2,921,408.54</b> |
| % current YTD Salary to Total Budget | 58.86%                | 69.11%                |                      |               |                       |                       |

\*Source: Detail G/L report for all Salary Category from 1/1/XX-7/9/XX

Overall, total salaries are \$145,035.31 less than total 2016 Salaries. We continue to utilize per diem staffing as much as possible, due to staffing shortages in nursing to cover referrals therefore increasing the Part time salary category and reducing the Full time and Overtime salary categories showing overall a 7.18% reduction in salary from 2016. Also to keep in mind, we no longer have the Long Term Care program or the Ebola Grant which affected both Full time and Part time categories.

**ATTACHMENT #2**

**Revenue and Expense Comparison 2017 vs 2016  
as of 9/25/17 meeting**

| EXPENSES                | 2017 YTD<br>Actual as of<br>9/19/17 G/L | 2016 YTD as of<br>9/18/16 G/L | Variance              |
|-------------------------|---|-------------------------------|-----------------------|
| Salaries - Regular      | \$1,525,283.20                          | \$1,720,612.61                | (\$195,329.41)        |
| Salaries - Overtime     | \$67,149.89                             | \$71,626.50                   | (\$4,476.61)          |
| Salaries - Part Time    | \$281,535.41                            | \$226,764.70                  | \$54,770.71           |
| 100's PERSONAL SERVICES | \$1,873,968.50                          | \$2,019,003.81                | (\$145,035.31)        |
| 200's EQUIPMENT         | \$44,515.88                             | \$2,483.84                    | \$42,032.04           |
| 400's CONTRACTUAL       | \$2,872,802.72                          | \$2,933,220.98                | (\$60,418.26)         |
| 800's EMPLOYEE BENEFITS | \$1,033,554.91                          | \$1,093,618.83                | (\$60,063.92)         |
| <b>TOTALS</b>           | <b>\$5,824,842.01</b>                   | <b>\$6,048,327.46</b>         | <b>(\$223,485.45)</b> |

| REVENUES | 2017 YTD<br>ACTUAL | 2016 Prior<br>Year to<br>Date Totals |                |
|----------|--------------------|--------------------------------------|----------------|
|          | \$3,434,278.78     | \$3,677,462.00                       | (\$243,183.22) |

Note: 2016 reflects General Ledger as of 9/18/16

**Notes:**

Salaries: (please see previous page ) Overall are \$145,035.31 or 7.18% below 2016 as of the 9/3/17 payroll date. Full time and overtime salaries are below 2016 YTD salaries while Part time salaries are above 2016. This correlates with the per diem staff that continue to be utilized to assist in nursing shortage coverage. Overall, 2017 salaries are 58.86% of budget while this time last year we were at 69.11% of budget for total salaries.

Equipment: A majority of the equipment purchases for 2017 is the purchase of 2 vehicles.

Contractual expenses: Expenses for 2017 are below 2016 by \$60,418.26 primarily related to timing of invoices being expensed for the year.

**Employee Benefits:**

Employee benefits are below last year by \$60,063.92 and correlates with the nursing position shortages that we have experienced and being able to hire per diem employees.

**Revenues:**

Revenues at this time reflect January through July revenues for both years. Almost 60% of this reduction in revenues is due to the fact that we no longer have Long Term Care revenues reflected in 2017 and Preschool revenues are slightly down.

**Warren County Health Services  
Patient Evaluations  
CHHA Division**

| CATEGORY                     | 01/2015    | 02/2015    | 03/2015    | 04/2015    | 05/2015    | 06/2015    | 07/2015    | 08/2015    | 09/2015    | 10/2015    | 11/2015    | 12/2015    |             |
|------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| SN eval                      | 122        | 110        | 114        | 109        | 122        | 109        | 122        | 111        | 99         | 104        | 106        | 102        |             |
| SN IV eval                   | 9          | 6          | 8          | 13         | 5          | 7          | 8          | 3          | 9          | 5          | 1          | 8          |             |
| PRI & CDPAP                  | 6          | 5          | 5          | 6          | 5          | 2          | 2          | 7          | 1          | 1          | 1          | 5          |             |
| UASNY                        | 18         | 15         | 23         | 16         | 10         | 13         | 23         | 10         | 14         | 15         | 14         | 17         |             |
| <b>SN Evals per month</b>    | <b>155</b> | <b>136</b> | <b>150</b> | <b>144</b> | <b>142</b> | <b>131</b> | <b>155</b> | <b>131</b> | <b>123</b> | <b>125</b> | <b>122</b> | <b>132</b> |             |
| PT Evals                     | 80         | 75         | 94         | 80         | 71         | 82         | 80         | 70         | 73         | 75         | 65         | 67         |             |
| PT only                      | 25         | 26         | 34         | 30         | 31         | 24         | 26         | 31         | 34         | 29         | 24         | 17         |             |
| <b>Total Evals per month</b> | <b>180</b> | <b>162</b> | <b>184</b> | <b>174</b> | <b>173</b> | <b>155</b> | <b>181</b> | <b>162</b> | <b>157</b> | <b>154</b> | <b>146</b> | <b>149</b> | <b>1977</b> |

| CATEGORY                     | 01/2016     | 02/2016    | 03/2016     | 04/2016    | 05/2016     | 06/2016    | 07/2016     | 08/2016    | 09/2016     | 10/2016    | 11/2016    | 12/2016    |                           |
|------------------------------|-------------|------------|-------------|------------|-------------|------------|-------------|------------|-------------|------------|------------|------------|---------------------------|
| SN eval                      | 102         | 111        | 99          | 106        | 104         | 102        | 120         | 123        | 85          | 106        | 101        | 104        |                           |
| SN IV eval                   | 9           | 6          | 12          | 8          | 10          | 10         | 4           | 10         | 4           | 13         | 7          | 11         |                           |
| PRI                          | 4           | 6          | 1           | 7          | 6           | 3          | 6           | 2          | 5           | 10         | 3          | 1          |                           |
| UASNY                        | 19          | 11         | 11          | 17         | 13          | 9          | 13          | 12         | 9           | 7          | 12         | 14         |                           |
| <b>SN Evals per month</b>    | <b>134</b>  | <b>134</b> | <b>123</b>  | <b>138</b> | <b>133</b>  | <b>124</b> | <b>143</b>  | <b>147</b> | <b>103</b>  | <b>136</b> | <b>123</b> | <b>130</b> |                           |
| PT Evals                     | 76          | 76         | 62          | 66         | 68          | 77         | 69          | 82         | 69          | 67         | 71         | 65         |                           |
| PT only                      | 25          | 26         | 19          | 23         | 18          | 20         | 20          | 27         | 16          | 26         | 21         | 27         |                           |
| <b>Total Evals per month</b> | <b>159</b>  | <b>160</b> | <b>142</b>  | <b>161</b> | <b>151</b>  | <b>144</b> | <b>163</b>  | <b>174</b> | <b>119</b>  | <b>162</b> | <b>144</b> | <b>157</b> | <b>1836</b>               |
| <b>Difference</b>            | <b>-12%</b> | <b>-1%</b> | <b>-23%</b> | <b>-7%</b> | <b>-13%</b> | <b>-7%</b> | <b>-10%</b> | <b>7%</b>  | <b>-24%</b> | <b>5%</b>  | <b>-1%</b> | <b>5%</b>  | <b>-16%</b><br><b>-7%</b> |

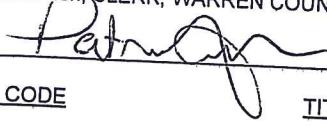
| CATEGORY                     | 01/2017    | 02/2017     | 03/2017    | 04/2017     | 05/2017    | 06/2017     | 07/2017     | 08/2017     | 09/2017  | 10/2017  | 11/2017  | 12/2017  |  |
|------------------------------|------------|-------------|------------|-------------|------------|-------------|-------------|-------------|----------|----------|----------|----------|--|
| SN eval                      | 97         | 109         | 124        | 94          | 109        | 86          | 101         | 96          |          |          |          |          |  |
| SN IV eval                   | 7          | 6           | 14         | 4           | 3          | 8           | 7           | 7           |          |          |          |          |  |
| PRI                          | 3          | 2           | 3          | 4           | 3          | 0           | 6           | 3           |          |          |          |          |  |
| UASNY                        | 16         | 10          | 10         | 12          | 12         | 12          | 9           | 11          |          |          |          |          |  |
| <b>SN Evals per month</b>    | <b>123</b> | <b>127</b>  | <b>151</b> | <b>114</b>  | <b>127</b> | <b>106</b>  | <b>123</b>  | <b>117</b>  | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |  |
| PT Evals                     | 78         | 47          | 71         | 57          | 64         | 59          | 63          | 61          |          |          |          |          |  |
| PT only                      | 27         | 9           | 18         | 16          | 18         | 19          | 18          | 26          |          |          |          |          |  |
| <b>Total Evals per month</b> | <b>150</b> | <b>136</b>  | <b>169</b> | <b>130</b>  | <b>145</b> | <b>125</b>  | <b>141</b>  | <b>143</b>  | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |  |
| <b>Difference</b>            | <b>-6%</b> | <b>-15%</b> | <b>19%</b> | <b>-19%</b> | <b>-4%</b> | <b>-13%</b> | <b>-13%</b> | <b>-18%</b> |          |          |          |          |  |

Attachment #4

**RESOLUTION REQUEST FORM NO. 10**

**Request for Transfer of Funds**

TO: Amanda Allen, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

SIGNED: 

DATE: September 25, 2017

| <u>FROM CODE</u>   | <u>TITLE</u>                          | <u>TO CODE</u>  | <u>TITLE</u>                                  | <u>AMOUNT</u> |
|--------------------|---------------------------------------|-----------------|---|---------------|
| 1. A.4010.110      | Health Services-Full Time Salaries    | A.4010.130      | Health Services -Part Time Salaries           | \$33,000.00   |
| 2. A.4054.130      | Preschool Program-Part Time Salary    | A.4054.0060.130 | Early Intervention-Part Time Salary           | \$10,000.00   |
| 3. A.4189.130      | Bioterrorism-Part Time Salary Expense | A.4189.410      | Bioterrorism-Supplies Expense                 | \$2,000.00    |
| 4. A.4018.0020.860 | Family Health-Hospitalization Expense | A.4018.0020.861 | Family Health-Retiree Hospitalization Expense | \$2,240.00    |

**Total Transfers** **\$47,240.00**

1. To transfer funds for the CHHA (Certified Home Health Agency ) from Full time salaries to Part Time salaries to cover Per Diem nursing usage to year end.
2. To transfer funds to cover PT salary for EI Coordinator who works more hours while another EI Coordinator works hours in Family Health for CSHCN grant. Need to move to cover salary
3. To transfer funds to cover Supply Expense from Part Time Salary expense for BT to year end. Extra part time salary funds is due to an employee who left in March 2017.
4. To transfer funds to cover Retirement Health Insurance from Health Insurance expense. FT nurse retired, therefore need to move money to cover retiree health.

**CONTINGENT FUND TRANSFER REQUESTS**

| <u>FROM CODE</u> | <u>TITLE</u>    | <u>TO CODE</u> | <u>TITLE</u> | <u>AMOUNT</u> |
|------------------|-----------------|----------------|--------------|---------------|
| A.1990 469       | Contingent Fund |                |              |               |

Please state reason for transfer request:

Total

Please file original request with Clerk of the Board and retain copy for your records

## RESOLUTION REQUEST FORM NO. 7

### Request to Amend County Budget\*

**\*If this is the result of a grant award, also complete and submit  
Form No. 5 or 6**

**DEPARTMENT NAME:** Warren County Health Services-Health Education Program

**DATE:** September 25, 2017

- (a) **Purpose of Amendment:** To amend the 2017 budget to adjust the Health Education Program to reflect the additional funds given from the Adirondack Rural Health Network for the Prevention Agenda Project in the amount of \$2,000.00.
- (b) **Appropriation Code (with title), Object Code (with title) and Amount:**  
**A.4018.0040.436 Health Education –Advertising Expense \$2,000.00**

**Revenue Code (with title), and Amount:**  
**A.4018.0040.1617 Health Education Revenue \$2,000.00**

**ATTACHMENT #6**



**WARREN COUNTY PUBLIC HEALTH  
RABIES CLINICS 2017**

Pets must be 3 months of age to receive their first immunization, which will afford them protection for one year. The next shot (booster) will afford protection for 3 years and is required one year after the first shot was given. From then on every three years a booster should be given to protect your pet. Both initial and booster shots will be given at all clinics scheduled by Warren County Public Health.

|          |              |   |             |
|----------|--------------|---|-------------|
| Saturday | February 25  | Queensbury Community Center<br>742 Bay Road                     | 10:00-Noon  |
| Saturday | March 11     | Glens Falls Kennel Club<br>474 Corinth Road, Queensbury         | 1:00-3:00pm |
| Saturday | March 25     | VFW Post 6196<br>Luzerne Rd. & Richardson St., Qby.             | 10:00-Noon  |
| Saturday | April 8      | Chester Fire House<br>State RT 8                                | 10:00-Noon  |
| Saturday | April 22     | Glens Falls DPW, Dix Avenue                                     | 10:00-Noon  |
| Saturday | May 6        | Lake George Fire House<br>Ottawa and Amherst Streets            | 10:00-Noon  |
| Saturday | May 20       | Warren County DPW<br>4055 Main Street, Warrensburg (State RT 9) | 10:00-Noon  |
| Saturday | June 3       | North Creek Fire House  | 10:00-Noon  |
| Saturday | July 1       | Hadley Luzerne Fire House<br>Lake Avenue, Lake Luzerne          | 10:00-Noon  |
| Saturday | July 15      | Glens Falls DPW, Dix Avenue                                     | 10:00-Noon  |
| Saturday | July 29      | Brant Lake Fire House   | 10:00-Noon  |
| Saturday | August 12    | Queensbury Community Center<br>742 Bay Road                     | 10:00-Noon  |
| Saturday | August 19    | Thurman Fire House  | 10:00-Noon  |
| Saturday | September 9  | Glens Falls DPW, Dix Avenue                                     | 10:00-Noon  |
| Saturday | September 16 | Chester Fire House, State RT 8                                  | 10:00-Noon  |
| Saturday | September 30 | Stony Creek Town Hall   | 10:00-Noon  |
| Saturday | October 14   | Bolton Fire House, Main Street                                  | 10:00-Noon  |
| Saturday | October 28   | Warren County DPW<br>4055 Main Street, Warrensburg (State RT 9) | 10:00-Noon  |
| Saturday | November 4   | Queensbury Community Center<br>742 Bay Road                     | 10:00-Noon  |

A \$10.00 donation is requested for each pet. No one is turned away due to financial hardship. Please bring dogs on leashes and cats or ferrets in carriers. Call Warren County Public Health at 761-6580 with questions.

## PROTECT YOURSELF AND YOUR FAMILY FROM RABIES EXPOSURE

### *What is rabies?*

Rabies is a virus that affects the brain and nerves in mammals.

### *How is rabies spread?*

The rabies virus is spread through the saliva of a rabid animal usually because a rabid animal bites or scratches another person or animal. The virus may also get into the body through open cuts or wounds, or through eyes, nose, or mouth.

### *What animals can spread rabies?*

Rabies is spread mostly by wild animals. In the United States rabies is usually found in raccoons, skunks, foxes, coyotes, and bats. Domestic animals and farm animals can get rabies from wild animals. This is why it's so important to vaccinate pets and livestock. These are the animals that people are around the most. Pets and stray animals can be the link between wild animals and people. Any mammal can get rabies. Although it is possible for rodents to get the disease, animals like mice, rats, and squirrels almost never carry rabies.

### *How can I tell if an animal has rabies?*

You can't tell if an animal has rabies. When an animal is sick with rabies, it may behave strangely, but a rabid animal may also appear healthy or even tame. The only way to tell if an animal has rabies is by testing it in a laboratory, or for some pets and livestock, by a quarantine to see if rabies develops.

### *What can I do to prevent rabies?*

- Vaccinate your pets!
- Do not attempt to stop fights between your pet and a wild animal.
- Do not feed or handle wild animals. Teach children that although a baby skunk or raccoon may look cute and friendly, it can be very dangerous.
- Do not feed or touch stray animals and avoid all sick, strange-acting, even friendly animals.
- Cover your garbage cans and don't leave pets' food outside where it can attract wild animals.
- Do not keep wild animals as pets. Not only is this dangerous for you and the animal, it's against the law.
- Do not touch or pick up dead animals.
- Leave bats alone.
- Never handle a bat, especially with bare hands. Use thick gloves, tongs, or a shovel to remove a dead bat, or call in bat removal experts. Don't crush the bat with a tennis racquet or other object.
- Do not let your pet play with bats.
- Report dead bats to your County Public Health office.
- Keep bats out of the house or other buildings by closing or covering the attic or other dark sheltered areas. Put screens on windows.

### *What should I do if my pet or I am exposed to an animal that might have rabies?*

If you have been bitten, scratched, or exposed to an animal's saliva:

- Wash the wound right away with soap and water for ten minutes.
- Call your County Public Health office.
- Get a description of the animal that bit or scratched you.

If your pet has been bitten, scratched, or exposed to an animal's saliva:

- Try to find out what type of animal bit or scratched your pet. **Do not touch the attacking animal.**
- Use gloves or a hose to wash your pet's wound. **Do not touch your pet with your bare hands.** There may be saliva from the rabid animal still on your pet even if you don't see a bite or wound.
- Call your veterinarian.
- Call you local animal control officer. He or she will know the right steps to protect you and your pet.

### *What about bats and rabies?*

Bats can be carriers of rabies and their bite or scratch may be too small to notice. In fact, people sleeping in the same room where a bat is found, or children who have been alone in a room with a bat, should contact your County Public Health office.

### *What do I do if I find a bat in my house?*

- Close the windows, closet doors, and the door to the room.
- Turn on the lights if the room is dark and wait for the bat to land.
- Wear thick gloves and cover the bat with a coffee can or other hard container. It may be necessary to use a fly swatter or tennis racquet to stop the bat and knock it to the floor.
- Slide a piece of cardboard under the can trapping the bat.
- Tape the cardboard tightly to can.
- Contact your County Public Health office to determine if the bat needs to be tested.

Any live or dead bat that may have had contact with a person should be captured and reported to your County Public Health office.

**Warren County Public Health  
Rabies Program  
January-March 2017**

| Town          | Not Vaccinated |           |          | Vaccinated |           |         | Out of Town |          |         | Stray    |          |         |
|---------------|----------------|-----------|----------|------------|-----------|---------|-------------|----------|---------|----------|----------|---------|
|               | Cats           | Dogs      | Ferrets  | Cats       | Dogs      | Ferrets | Cats        | Dogs     | Ferrets | Cats     | Dogs     | Ferrets |
| Bolton        |                |           |          |            | 1         |         |             |          |         |          |          |         |
| Chester       |                |           |          |            | 1         |         |             |          |         |          |          |         |
| Glens Falls   | 5              | 8         |          |            | 1         |         |             | 2        |         | 3        |          |         |
| Hague         |                |           |          |            |           |         |             |          |         |          |          |         |
| Horicon       |                |           |          |            | 1         |         |             |          |         |          |          |         |
| Johnsburg     | 1              | 1         | coyote   |            | 1         |         |             |          |         |          | 1        |         |
| Lake George   |                |           |          |            | 1         |         | 1           |          |         |          |          |         |
| Lake Luzerne  |                |           |          |            | 3         |         |             | 1        |         |          |          |         |
| Queensbury    | 2              | 6         |          |            | 8         |         |             | 1        |         | 3        |          |         |
| Stony Creek   |                |           |          |            |           |         |             |          |         |          |          |         |
| Thurman       |                | 1         |          | 1          |           |         |             |          |         |          |          |         |
| Warrensburg   |                |           |          |            | 2         |         |             | 1        |         |          |          |         |
| <b>Totals</b> | <b>8</b>       | <b>16</b> | <b>1</b> | <b>1</b>   | <b>19</b> |         | <b>1</b>    | <b>5</b> |         | <b>6</b> | <b>1</b> |         |

**Bites Reported by Month**

|             | Jan       | Feb       | Mar       | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total     |
|-------------|-----------|-----------|-----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----------|
| <b>2017</b> | <b>17</b> | <b>19</b> | <b>22</b> |     |     |     |     |     |     |     |     |     | <b>58</b> |

Rabies clinic schedule (see attached)

There were 9 specimens sent for rabies testing and 2 were positive-

- A cat from Chestertown
- A raccoon from Queensbury

There were 8 residents approved for rabies post exposure prophylaxis this quarter.

No rabies pre-exposures given this quarter.

*Attachment 2a*

**Warren County Public Health  
Rabies Program  
April-June 2017**

| Town          | Not Vaccinated |           |         | Vaccinated |           |         | Out of Town |          |         | Stray    |          |         |
|---------------|----------------|-----------|---------|------------|-----------|---------|-------------|----------|---------|----------|----------|---------|
|               | Cats           | Dogs      | Ferrets | Cats       | Dogs      | Ferrets | Cats        | Dogs     | Ferrets | Cats     | Dogs     | Ferrets |
| Bolton        |                |           |         |            |           |         |             |          |         |          |          |         |
| Chester       |                |           |         |            | 3         |         |             |          |         |          |          |         |
| Glens Falls   | 2              | 5         |         | 4          | 11        |         |             | 1        |         | 1        |          |         |
| Hague         |                |           |         |            | 1         |         |             |          |         |          |          |         |
| Horicon       |                |           |         |            |           |         |             |          |         |          |          |         |
| Johnsburg     |                |           |         |            | 1         |         |             |          |         |          |          |         |
| Lake George   | 1              | 1         |         |            | 1         |         |             |          | 1       |          |          |         |
| Lake Luzerne  |                | 3         |         | 1          | 2         |         | 1           |          |         |          |          |         |
| Queensbury    | 3              | 2         |         | 1          | 19        |         | 1           | 3        |         |          | 2        |         |
| Stony Creek   |                |           |         |            | 1         |         |             |          |         |          |          |         |
| Thurman       |                |           |         |            |           |         |             |          |         |          |          |         |
| Warrensburg   | 1              | 2         |         |            |           |         |             |          |         |          |          | 1       |
| <b>Totals</b> | <b>7</b>       | <b>13</b> |         | <b>6</b>   | <b>39</b> |         | <b>2</b>    | <b>5</b> |         | <b>1</b> | <b>3</b> |         |

**Bites Reported by Month**

|      | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| 2017 | 17  | 19  | 22  | 21  | 28  | 27  |     |     |     |     |     |     | 134   |

Rabies clinic schedule (see attached)

There were 7 specimens sent for rabies testing and none were positive.

There were 7 residents approved for rabies post exposure prophylaxis this quarter.

There were 4 rabies pre-exposures given this quarter.

Attachment 7b

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services - CH14A Payroll Dept. No: 26.00
Title of Position: Registered Professional Nurse (RN#220232) Base Salary of Position: 45,079 Grade: 19
Filling at Step # (If Known): not known Request to Backfill Due to Promotion: Yes No
Budget code and title: A-4010-110 Full Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: 12555 Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other pvt ins. position is reimbursable payment sources depend on case mix

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 10-22-17

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.

Administrator Signature W. B. M... Date 6/23/17

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 6/26/17

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social Services
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Edna A. Frazier Date 9/25/17

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services CHHA Payroll Dept. No: 36.00  
Title of Position: Registered Professional Nurse Base Salary of Position: 45,099 Grade: 19  
Filling at Step # (If Known): unknown  
Budget code and title: A.4010.110 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: 8654/ Linehan Date of Vacancy: 2/16/2017  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal varies %  State varies %  Other private ins. % varies depending on case mix

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_  
Actual Impact to Budget Report will be provided monthly by Human Resources Director.  
Candidate's qualifications must be approved by Personnel Officer prior to hiring. POA 8/9/17  
Human Resources Director has approved this form when initialed. LB 8/9/17

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature W. B. M. [Signature] Date 8/14/17

### BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.  
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 8/18/17

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social Services  
 The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.  
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Edna G. Gasini Date 9/25/17

**2018 SUMMARY OF COSTS TO COUNTY**  
PLEASE COMPLETE THE FOLLOWING INFORMATION REGARDING YOUR 2018 BUDGET

DEPARTMENT: Warren County Health Services

(-) is reduction in exp

| BUDGET CODE                   | Page # | TITLE OF BUDGET AND/OR PROGRAM         | TOTAL APPROPRIATION | AMOUNT OF MANDATED EXPENSE | AMOUNT OF STATE REVENUE | AMOUNT OF FEDERAL REVENUE | AMOUNT OF OTHER REVENUE | Total Revenue      | *Profit or Loss to COUNTY 2018-Budget | Estimated Payroll Adjustments | Profit /Loss after Adjmts Sheets 2018 | Profit or Loss to COUNTY 2017-Adopted Bud | Profit or Loss to COUNTY 2017-Amended Bud | Actual Profit or Loss to County for 2016 |
|-------------------------------|--------|--|---------------------|----------------------------|-------------------------|---------------------------|-------------------------|--------------------|---------------------------------------|-------------------------------|---------------------------------------|---|---|--|
| A.4010                        | 1-5    | Health Services                        | \$4,643,337         | \$0                        | \$0                     | \$0                       | \$4,200,000             | \$4,200,000        | -\$443,337                            | -\$101,689                    | -\$341,648                            | -\$256,430                                | -\$346,744                                | -\$392,868                               |
| A.4013*                       | 6-9    | W.I.C.*                                | \$1,442,877         | \$0                        | \$0                     | \$1,442,877               | \$0                     | \$1,442,877        | \$0                                   | \$0                           | \$0                                   | \$0                                       | \$0                                       | \$24,770                                 |
| A.4016                        | 10-12  | Long Term Home Health Care             | \$0                 | \$0                        | \$0                     | \$0                       | \$0                     | \$0                | \$0                                   | \$0                           | \$0                                   | \$0                                       | \$0                                       | -\$7,473                                 |
| A.4018**                      | 13-15  | Preventive Program                     | \$578,264           | \$147,544                  | \$310,729               | \$0                       | \$0                     | \$310,729          | -\$267,535                            | \$0                           | -\$267,535                            | -\$287,680                                | -\$289,255                                | -\$284,725                               |
| A.4018.0020                   | 16-19  | Preventive Pgm-Family Health           | \$274,387           | \$0                        | \$50,023                | \$19,041                  | \$55,000                | \$124,064          | -\$150,323                            | -\$90,313                     | -\$60,010                             | -\$74,816                                 | -\$77,637                                 | -\$53,312                                |
| A.4018.0030**                 | 20-23  | Preventive Pgm-Disease Control         | \$434,067           | \$434,067                  | \$231,316               | \$23,001                  | \$109,000               | \$363,317          | -\$70,750                             | \$74,693                      | -\$145,443                            | -\$101,091                                | -\$103,375                                | -\$54,819                                |
| A.4018.0040                   | 24-26  | Preventive Pgm-Health Education        | \$52,786            | \$0                        | \$71,636                | \$0                       | \$2,500                 | \$74,136           | \$21,350                              | \$66,746                      | -\$45,396                             | -\$8,937                                  | -\$10,234                                 | -\$1,672                                 |
| A.4018.0055                   | 27-28  | Preventive Pgm-Tobacco Entitlement     | \$7,500             | \$0                        | \$0                     | \$0                       | \$0                     | \$0                | -\$7,500                              | \$0                           | -\$7,500                              | -\$7,500                                  | -\$7,500                                  | -\$7,147                                 |
| A.4054**                      | 29-31  | Ed/PhysicallyHand.Children(Preschool)  | \$2,865,783         | \$2,865,783                | \$1,636,250             | \$0                       | \$85,000                | \$1,721,250        | -\$1,144,533                          | \$0                           | -\$1,144,533                          | -\$1,124,148                              | -\$1,125,876                              | -\$1,119,121                             |
| A.4054.0060**                 | 32-35  | Ed/Phy.Hand.Child-Early Intervention   | \$784,307           | \$784,307                  | \$392,700               | \$24,644                  | \$100,000               | \$517,344          | -\$266,963                            | -\$12,345                     | -\$279,308                            | -\$220,465                                | -\$222,493                                | -\$405,105                               |
| A.4189*                       | 36-38  | Emergency Preparedness (Bioterrorism)* | \$58,971            | \$0                        | \$0                     | \$52,096                  | \$0                     | \$52,096           | -\$6,875                              | -\$6,875                      | \$0                                   | \$626                                     | \$166                                     | \$0                                      |
| A.4190*                       | 39-41  | Ebola Grant *                          | \$0                 | \$0                        | \$0                     | \$0                       | \$0                     | \$0                | \$0                                   | \$0                           | \$0                                   | \$0                                       | \$0                                       | \$0                                      |
|                               | 42-44  | Payroll Adjustments                    |                     |                            |                         |                           |                         |                    |                                       |                               |                                       |   |   |  |
|                               | 45-56  | Salary Schedule                        |                     |                            |                         |                           |                         |                    |                                       |                               |                                       |   |   |  |
|                               | 57     | Data Processing Expense Detail         |                     |                            |                         |                           |                         |                    |                                       |                               |                                       |   |   |  |
|                               | 58     | Consulting Fees                        |                     |                            |                         |                           |                         |                    |                                       |                               |                                       |   |   |  |
|                               | 59     | Vehicle Fleet Detail                   |                     |                            |                         |                           |                         |                    |                                       |                               |                                       |   |   |  |
| <b>Totals Health Services</b> |        |  | <b>\$11,142,279</b> | <b>\$4,231,701</b>         | <b>\$2,692,654</b>      | <b>\$1,561,659</b>        | <b>\$4,551,500</b>      | <b>\$8,805,813</b> | <b>-\$2,336,466</b>                   | <b>-\$69,783</b>              | <b>-\$2,291,373</b>                   | <b>-\$2,080,441</b>                       | <b>-\$2,182,948</b>                       | <b>-\$2,301,472</b>                      |

NOTES:

- \* WIC(A.4013) and Bioterrorism (A.4189) , are fully funded by grants, therefore there is no impact on the county. We no longer have an Ebola grant. The WIC grant includes reimbursement for Fringe, indirect expenses and COLA for 2018. The COLA amount is now included in the WIC Grant submitted to state.
- The Sr. Public Health Educator's time is utilized by both the Health Education program and the Bioterrorism Grant. Salary and fringe for 2018 will reflect a 70/30 (Health Ed/Bioterrorism) breakout which more accurately reflects his time. (Last year was split 60/40..please see adj \$6,875 above )
- Within the Preventive Program( A.4018), the Public Health Director and the Medical Advisor (\$6,180) are mandated by the state. The total of these expenses are \$147,544. (This includes Fringe Benefits)
- Our payroll adjustments (which includes all related fringe benefits) are estimated to be an impact of (\$69,783). Therefore our net effect for 2018 budget will be (\$2,291,373).  
Within the CHHA, we have reclassified a Full time nursing Supervising position to the Disease Program and also eliminated a Part Time nursing position to reclass the salary to cover more of the Per Diem staff and to reflect the changes in Call Pay due to the new Contract. We have a very strong Per Diem staff at this time. We have eliminated two Full Time nursing positions in the Family Health Program and reclassified one to cover 3 per diem positions now in that program and the other to create a new Sr. Health Educator position that WCHS will be utilizing for outreach and other duties.
- \*\*Total Mandated Expenses (Disease Program,Preventive Program, Preschool and Early Intervention Program) total \$4,294,049 with a total a loss of \$1,836,819 which is 80% of the total loss for Health Services. Preschool and Early Intervention programs alone are a total loss of \$1,423,841 which is 62% of the total budgeted impact. (Mandated are in yellow) Note: this also includes any payroll adjustments listed.
- Also to note, Total Retiree Health Insurance is budgeted to be \$284,736. This is 65.49% of the total loss in the CHHA, 4.56% of the Preventive program loss and 45.38% of the total Family Health Program loss.

**Warren County Health Services- CHHA, Family Health, Disease, Health Education, Early Intervention and Bioterrorism Programs**  
**Changes Requested for Payroll/Fringe**  
**Budget 2018**

**2018 adjustments**

**1. Heath Services -CHHA Eliminate PT Position RPNII#5-Move salary to Per Diem**

Eliminate a vacant part time Nursing position and move salary to Per Diem line.  
 Due to increase in Per Diem staffing, we feel we need to increase our Per Diem Salary Line.  
 Savings remain in reduction of fringe benefits.

| Description:                                     | G/L Code   | Listed   | Should Be | Adjustments | Total Net Effect |
|--|------------|----------|-----------|-------------|------------------|
| Salary -RPNII #5                                 |            |          |           |             |                  |
| Health Service (CHHA)-Full Time Salary           | A.4010.130 | \$24,150 | \$0       | (\$24,150)  |                  |
| Health Service (CHHA)-Retirement (15.80%)        | A.4010.810 | \$3,816  | \$0       | (\$3,816)   |                  |
| Health Service(CHHA)-Social Security ( 6.2%)     | A.4010.830 | \$1,497  | \$0       | (\$1,497)   |                  |
| Health Service (CHHA)-Medicare (1.45%)           | A.4010.831 | \$350    | \$0       | (\$350)     |                  |
| Health Services (CHHA)-Hospitalization Insurance | A.4010.860 | \$12,469 | \$0       | (\$12,469)  |                  |
| Health Services(CHHA)-Dental Insurance           | A.4010.865 | \$288    | \$0       | (\$288)     | (\$42,570) CHHA  |

Due to increase in Per Diem staffing, budget needs to be increased to reflect this change.  
 This does however save on fringe benefits and overtime by utilizing Per diem as much as possible.

|  |            |           |           |          |               |
|--|------------|-----------|-----------|----------|---------------|
| Health Services-Part Time Salary(Per Diem Salary Only) | A.4010.130 | \$121,322 | \$145,000 | \$23,678 |               |
| Health Services-Retirement (15.8%)                     | A.4010.810 | \$19,169  | \$22,910  | \$3,741  |               |
| Health Services-Social Security (at 6.2%)              | A.4010.830 | \$7,522   | \$8,990   | \$1,468  |               |
| Health Services-Medicare (at 1.45%)                    | A.4010.831 | \$1,759   | \$2,103   | \$344    | \$29,231 CHHA |

**2. Health Services-On Call Pay**

Increase CHHA On Call Pay from \$55,580 to \$63,495 due to new contract

|   |            |          |          |         |              |
|---|------------|----------|----------|---------|--------------|
| Health Services-Full Time Salary line     | A.4010.110 | \$55,580 | \$63,495 | \$7,915 |              |
| Health Services-Retirement (15.8%)        | A.4010.810 | \$8,782  | \$10,032 | \$1,250 |              |
| Health Services-Social Security (at 6.2%) | A.4010.830 | \$3,446  | \$3,937  | \$491   |              |
| Health Services-Medicare (at 1.45%)       | A.4010.831 | \$806    | \$920    | \$114   | \$9,770 CHHA |

**3. Health Services-Move CHHA Supervising PHN#6 to New Supervising position in Disease Pgm.**

Reallocate a vacant full time Supervising Nurse position to Disease Control where role is needed and position in eligible for State Aid reimbursement.

|              |  |                 |          |          |                      |
|--------------|--|-----------------|----------|----------|----------------------|
| Description: | Salary -Supervising PHN#6                        |                 |          |          |                      |
|              | Health Service (CHHA)-Full Time Salary           | A.4010.110      | \$66,000 | \$0      | (\$66,000)           |
|              | Health Service (CHHA)-Retirement                 | A.4010.810      | \$6,072  | \$0      | (\$6,072)            |
|              | Health Service(CHHA)-Social Security ( 6.2%)     | A.4010.830      | \$4,092  | \$0      | (\$4,092)            |
|              | Health Service (CHHA)-Medicare (1.45%)           | A.4010.831      | \$957    | \$0      | (\$957)              |
|              | Health Services (CHHA)-Hospitalization Insurance | A.4010.860      | \$12,469 | \$0      | (\$12,469)           |
|              | Health Services(CHHA)-Dental Insurance           | A.4010.865      | \$288    | \$0      | (\$288)              |
|              |  |                 |          |          | (\$89,878) CHHA      |
|              | Disease Program-Full Time Salary                 | A.4018.0030.110 | \$0      | \$66,000 | \$66,000             |
|              | Disease Program-Retirement                       | A.4018.0030.810 | \$0      | \$6,072  | \$6,072              |
|              | Disease Program-Social Security ( 6.2%)          | A.4018.0030.830 | \$0      | \$4,092  | \$4,092              |
|              | Disease Program-Medicare (1.45%)                 | A.4018.0030.831 | \$0      | \$957    | \$957                |
|              | Disease Program-Hospitalization Insurance        | A.4010.0030.860 | \$0      | \$12,469 | \$12,469             |
|              | Disease Program-Dental Insurance                 | A.4010.0030.865 | \$0      | \$288    | \$288                |
|              |  |                 |          |          | \$89,878 DISEASE PGM |

**4. Health Services-Eliminate- Temp Help line**

|  |            |         |     |           |                |
|--|------------|---------|-----|-----------|----------------|
| Health Service (CHHA)-Part Time Salary       | A.4010.130 | \$6,676 | \$0 | (\$6,676) |                |
| Health Service (CHHA)-Retirement             | A.4010.810 | \$1,055 | \$0 | (\$1,055) |                |
| Health Service(CHHA)-Social Security ( 6.2%) | A.4010.830 | \$414   | \$0 | (\$414)   |                |
| Health Service (CHHA)-Medicare (1.45%)       | A.4010.831 | \$97    | \$0 | (\$97)    | (\$8,242) CHHA |

**(\$101,689) NET CHHA**

### 5. Family Health-eliminate PHN#17 to create 3 Per Diem Family Health positions

Eliminate vacant PHN position and reallocate to fund per diem PHN, Per Diem CHN & Part time EI Service Coordinator which are covering roles. This will save fringe (health and dental) and is a benefit to the department. In 2017, currently utilizing these per diem positions.

**Description:**

|        |  |                 |          |          |            |                      |
|--------|--|-----------------|----------|----------|------------|----------------------|
| PHN#17 | Family Health -Full Time Salary                                | A.4018.0020.110 | \$49,528 | \$0      | (\$49,528) |                      |
| PM     | Family Health -Retirement Expense(15.80%)                      | A.4018.0020.810 | \$7,825  | \$0      | (\$7,825)  |                      |
|        | Family Health-Social Security ( 6.2%)                          | A.4018.0020.830 | \$3,071  | \$0      | (\$3,071)  |                      |
|        | Family Health-Medicare (1.45%)                                 | A.4018.0020.831 | \$718    | \$0      | (\$718)    |                      |
|        | Family Health-Hospitalization Expense                          | A.4018.0020.860 | \$12,469 | \$0      | (\$12,469) |                      |
|        | Family Health-Dental Expense                                   | A.4018.0020.865 | \$288    | \$0      | (\$288)    | <b>(\$73,899) FH</b> |
| PM     | Family Health-Part Time Salary (PHN Nurse)                     | A.4018.0020.130 | \$0      | \$15,000 | \$15,000   |                      |
|        | Family Health-Social Security (at 6.2%)                        | A.4018.0020.830 | \$0      | \$930    | \$930      |                      |
|        | Family Health-Medicare (at 1.45%)                              | A.4018.0020.831 | \$0      | \$218    | \$218      | <b>\$16,148 FH</b>   |
| CH     | Family Health-Part Time Salary (CHN Nurse)                     | A.4018.0020.130 | \$0      | \$19,528 | \$19,528   |                      |
|        | Family Health -Retirement Expense (9.20%)                      | A.4018.0020.810 | \$0      | \$1,797  | \$1,797    |                      |
|        | Family Health-Social Security (at 6.2%)                        | A.4018.0020.830 | \$0      | \$1,211  | \$1,211    |                      |
|        | Family Health-Medicare (at 1.45%)                              | A.4018.0020.831 | \$0      | \$283    | \$283      | <b>\$22,819 FH</b>   |
| EL     | Family Health-Part Time Salary (works with Child Find program) | A.4018.0020.130 | \$0      | \$15,000 | \$15,000   |                      |
|        | Family Health -Retirement Expense (15.80%)                     | A.4018.0020.810 | \$0      | \$2,370  | \$2,370    |                      |
|        | Family Health-Social Security (at 6.2%)                        | A.4018.0020.830 | \$0      | \$930    | \$930      |                      |
|        | Family Health-Medicare (at 1.45%)                              | A.4018.0020.831 | \$0      | \$218    | \$218      | <b>\$18,518 FH</b>   |

\*To note, these 3 positions are one to work with the CSHCN grant, One to assist with MCH program, and one for the Child find program.

### 6. Family Health -Eliminate PHN#9 and create New Sr. Health Educator Position

Eliminate vacant position and reallocate to fund new Sr. Health Educator position to assist with Community Health Improvement Plan activities. This will be reimbursed with State Aid. Position will also do Outreach for CHHA to promote agency and increase referrals /revenues.

|       |   |                 |          |          |            |                                     |
|-------|---|-----------------|----------|----------|------------|-------------------------------------|
| PHN#9 | Family Health -Full Time Salary (Grade 21)          | A.4018.0020.110 | \$49,528 | \$0      | (\$49,528) |                                     |
|       | Family Health -Retirement Expense                   | A.4018.0020.810 | \$7,825  | \$0      | (\$7,825)  |                                     |
|       | Family Health-Social Security ( 6.2%)               | A.4018.0020.830 | \$3,071  | \$0      | (\$3,071)  |                                     |
|       | Family Health-Medicare (1.45%)                      | A.4018.0020.831 | \$718    | \$0      | (\$718)    |                                     |
|       | Family Health-Hospitalization Expense               | A.4018.0020.860 | \$12,469 | \$0      | (\$12,469) |                                     |
|       | Family Health-Dental Expense                        | A.4018.0020.865 | \$288    | \$0      | (\$288)    | <b>(\$73,899) Family Health</b>     |
|       | Health Education-Full Time Salary (Grade 18)        | A.4018.0040.110 | \$0      | \$45,313 | \$45,313   | <b>(\$90,313) Net Family Health</b> |
|       | Health Education-Retirement Expense (9.20%)         | A.4018.0040.810 | \$0      | \$4,169  | \$4,169    |                                     |
|       | Health Education-Social Security (6.2%)             | A.4018.0040.830 | \$0      | \$2,809  | \$2,809    |                                     |
|       | Health Education-Medicare Expense (1.45%)           | A.4018.0040.831 | \$0      | \$657    | \$657      |                                     |
|       | Health Education-Hospitalization Expense-Individual | A.4018.0040.860 | \$0      | \$6,803  | \$6,803    |                                     |
|       | Health Education-Dental Expense-Individual          | A.4018.0040.865 | \$0      | \$120    | \$120      | <b>\$59,871 Health Education</b>    |

### 7. Disease Program- Reduced Per Diem Line by \$4500, budgeted for New Animal Control Officers

In 2017, 10 positions were created for use to pay Animal Control Officers at \$450 each. Total \$4500

No new funds were asked for, therefore need to reduce Per Diem Line.

|  |  |                 |          |          |           |                          |
|--|--|-----------------|----------|----------|-----------|--------------------------|
|  | Disease Program-Part time (For Per Diem)   | A.4018.0030.130 | \$25,000 | \$20,500 | (\$4,500) |                          |
|  | Disease Program-Retirement Expense(15.80%) | A.4018.0030.810 | \$3,950  | \$3,239  | (\$711)   |                          |
|  | Disease Program-Social Security (6.2%)     | A.4018.0030.830 | \$1,550  | \$1,271  | (\$279)   |                          |
|  | Disease Program-Medicare Expense (1.45%)   | A.4018.0030.831 | \$363    | \$297    | (\$66)    | <b>(\$5,556) Disease</b> |

**8. Disease Program- Eliminate Bioterrorism Call Pay- No Longer paying this Call pay**

Eliminate call pay which is now being assumed "in kind" 24/7 by PH Administrative Staff

|   |                 |         |     |           |
|---|-----------------|---------|-----|-----------|
| Disease program-Full Time Salary Expense        | A.4018.0030.110 | \$7,800 | \$0 | (\$7,800) |
| Disease program-Retirement Expense(15.80%)      | A.4018.0030.810 | \$1,232 | \$0 | (\$1,232) |
| Disease Program -Social Security Expense (6.2%) | A.4018.0030.830 | \$484   | \$0 | (\$484)   |
| Disease Program-Medicare Expense (1.45%)        | A.4018.0030.831 | \$113   | \$0 | (\$113)   |

**(\$9,629) Disease**  
**\$74,693 Net Disease Pgm**

**9. BT-Reclass BT Health Educator from 40% to 30% to Grant , Increase Health Educator from 60% to 70%**

This position is fully funded by the BT Grant. Health Education program is applicable to the State Aid Grant.

|  |                 |          |          |         |
|--|-----------------|----------|----------|---------|
| Health Education- Full Time Salary       | A.4018.0040.110 | \$33,418 | \$38,988 | \$5,570 |
| Health Education-Retirement (15.80%)     | A.4018.0040.810 | \$5,280  | \$6,160  | \$880   |
| Health Education-Social Security ( 6.2%) | A.4018.0040.830 | \$2,072  | \$2,417  | \$345   |
| Health Education-Medicare (1.45%)        | A.4018.0040.831 | \$485    | \$565    | \$80    |

**\$6,875 Health Education**  
**\$66,746 Net Health Ed**

|                                      |            |          |          |           |
|--------------------------------------|------------|----------|----------|-----------|
| Bioterrorism- Full Time Salary       | A.4189.110 | \$22,279 | \$16,709 | (\$5,570) |
| Bioterrorism-Retirement (15.80%)     | A.4189.810 | \$3,520  | \$2,640  | (\$880)   |
| Bioterrorism-Social Security ( 6.2%) | A.4189.830 | \$1,381  | \$1,036  | (\$345)   |
| Bioterrorism-Medicare (1.45%)        | A.4189.831 | \$323    | \$243    | (\$80)    |

**(\$6,875) Net BT**

**10. Early Intervention-Eliminate Per Diem Line.**

Service Coordinator listed seperately within PT line, therefore eliminate per diem line.

|   |                 |          |     |            |
|---|-----------------|----------|-----|------------|
| Early Intervention-Part Time Salary               | A4054.0060.130  | \$10,000 | \$0 | (\$10,000) |
| Early Intervention-Retirement                     | A.4054.0060.810 | \$1,580  | \$0 | (\$1,580)  |
| Early Intervention-Social Security Expense (6.2%) | A.4054.0060.830 | \$620    | \$0 | (\$620)    |
| Early Intervention-Medicare Expense (1.45%)       | A.4054.0060.831 | \$145    | \$0 | (\$145)    |

**(\$12,345) NET EI**

**Net effect (\$69,783.00)**

**Warren County Health Services  
SUMMARY 2018 ADJUSTMENTS**

|                    |                      |
|--------------------|----------------------|
| CHHA(Health Svc)   | (\$101,689.00)       |
| Family Health      | (\$90,313.00)        |
| Disease Program    | \$74,693.00          |
| Health Education   | \$66,746.00          |
| Early Intervention | (\$12,345.00)        |
| Bioterrorism       | (6,875.00)           |
| <b>Net Effect</b>  | <b>(\$69,783.00)</b> |

## RESOLUTION REQUEST FORM NO. 3

### Request for New Contract

DEPARTMENT NAME: Health Services

DATE: 09/25/2017

- (a) Is this a Result of a Bid or Request for Proposal? No
- (b) Purpose of Contract: To authorize acceptance of funding from Adirondack Rural Health Network, a program of Adirondack Health Institute to complete a prevention agenda project
- (c) Name of Contractor: Adirondack Rural Health Network a program of Adirondack Health Institute, Inc.
- (d) Address of Contractor: 101 Ridge Street, Glens Falls, NY 12804
- (e) Contractor's Contact Person and Telephone Number: Courtney Shaler , 518-480-0111
- (f) Has or will the Contract be provided, if so, please attach: Yes
- (g) Commencement Date of Contract: Upon execution of contract
- (h) Termination Date of Contract: 01/31/2017
- (i) Payment Provisions: Per terms of agreement
- i) lump sum amount - \$2,000
  - ii) hourly rate amount
  - iii) total amount not to exceed
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract ? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount:
- A 4018.0040.1617 Health Education Revenue  
A 4017.0040.436 Health Education Advertising Expense



Adirondack Health Institute

○ Lead ○ Empower ○ Innovate

## MEMORANDUM OF AGREEMENT

This agreement between the **ADIRONDACK RURAL HEALTH NETWORK (ARHN)**, a program of AHI, Inc., a not-for-profit 501(c)3 corporation organized under the laws of the State of New York with its principal place of business at 101 Ridge St., Glens Falls, New York 12801 and Warren County Public Health, having their principal place of business at 1340 State Route 9, Lake George, NY 12845 defines the expectations, procedures and deliverables for the Prevention Agenda Project.

### BACKGROUND

The parties to this agreement share a common goal of Chronic Disease Prevention. To that end, ARHN/AHI will partner with Warren County Public Health in support of their Prevention Agenda Project.

### PREVENTION AGENDA PROJECT OBJECTIVES

Through their Prevention Agenda Project, participants will:

- Support the NYS Prevention Agenda;
- Have a positive impact on the health of NYS residents.

### The ARHN/AHI responsibilities include:

- ARHN/AHI will support the Warren County Public Health Prevention Agenda Project as submitted and approved in the amount of \$2000.00.

### The Warren County Public Health responsibilities include:

- Carry out their Prevention Agenda Project as outlined in their application to support advancing at least one of the Prevention Agenda Priority Areas chosen for their catchment area;
- Submit a short report of the outcome/outputs of the project to ARHN/AHI by January 31<sup>st</sup>, 2018. Upon submission of the report, ARHN/AHI will provide payment of \$2000.00;
- In addition to the report, provide ARHN/AHI with a 1-2 sentence summary of the project;
- Submit a PowerPoint slide to be used during the networking portion of the quarterly ARHN meeting;
- If applicable, also provide any pictures that are in accordance with the Prevention Agenda Project;
- If you are going to use any advertisements, flyers, press releases, etc. with AHI/ARHN on it please give us the courtesy of sharing it with us three days prior to distribution.

### INDEMNIFICATION

Warren County Public Health shall indemnify and hold ARHN/AHI and its officers, agents, employees, and affiliates harmless from any and all claims, actions, suits, proceedings, costs, expenses, damages, and liabilities including attorney fees, arising out of any act or omission concerning the services which Warren County Public Health provides pursuant to this agreement.

### GENERAL INFORMATION

This agreement may be amended by mutual consent of both parties, in writing at the following addresses:

To: ARHN/AHI  
Attention: Courtney Shaler  
101 Ridge Street  
Glens Falls, NY 12801

To: Warren County Public Health  
1340 State Route 9, Lake George, NY 12845

**Please return the signed agreement by November 1<sup>st</sup>, 2017 to Courtney Shaler (cshaler@ahihealth.org) Once received, AHI will provide a fully executed agreement to you.**

**Warren County Public Health**

Contact Person: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**ARHN/AHI**

Authorized Signature: \_\_\_\_\_  
Printed Name: Eric Burton  
Title: CFO, AHI  
Date: \_\_\_\_\_



**Public Health**  
Prevent. Promote. Protect.

## WARREN COUNTY PUBLIC HEALTH 2017 SEASONAL FLU & PNEUMONIA VACCINE CLINICS

Tel #: 761-6580

|       |           |   |                   |
|-------|-----------|---|-------------------|
| 9/28  | Thursday  | Hague Town Hall                             | 1:00pm – 2:00pm   |
| 10/2  | Monday    | Chestertown Municipal Center                | 12:30pm – 1:30pm  |
| 10/3  | Tuesday   | Cronin High Rise                            | 9:30am – 10:30am  |
| 10/3  | Tuesday   | Stichman Towers                             | 11:00 – Noon      |
| 10/4  | Wednesday | Bolton Town Hall<br>Lake Shore Drive        | 1:00pm – 2:00pm   |
| 10/5  | Thursday  | Warren County Municipal Center<br>Room 5110 | 4:30pm – 5:30pm   |
| 10/11 | Wednesday | North Creek/Johnsburg<br>Senior Center      | 12:30pm – 1:30pm  |
| 10/12 | Thursday  | Lake Luzerne Senior Meal Site               | 10:30am – 11:30am |
| 10/13 | Friday    | Queensbury Community Center                 | 11:00am - 3:00pm  |
| 10/16 | Monday    | Glens Falls Senior Center                   | Noon – 2:00pm     |
| 10/17 | Tuesday   | Lake George Town Hall                       | 11:00 – Noon      |
| 10/19 | Thursday  | Warren County Municipal Center<br>Room 5110 | 4:30pm – 5:30pm   |
| 10/23 | Monday    | Warrensburg Town Hall                       | 10:00am – 11:00am |
| 10/26 | Thursday  | Warren County Municipal Center<br>Room 5110 | 4:30pm – 5:30pm   |
| 11/2  | Thursday  | Warren County Municipal Center<br>Room 5110 | 4:30pm – 5:30pm   |

***It is strongly recommended that ALL persons of any age receive Flu Vaccine each year!***

We are offering Flu Shots. We are giving all seniors 65 years and older the High-Dose Flu vaccine, as suggested by the CDC. Cost of High-Dose flu is \$48.00. We are using the quadrivalent Flu vaccine for all others. Cost of Flu is \$30.00. Pneumonia vaccine will also be available. Prevnar 13 will cost \$220.00 and Pneumovax will cost \$135.00. We will accept all insurance cards. Otherwise, we accept cash or check. You will be given a receipt for cash payments that can be submitted to your health insurance. No one is ever refused because of inability to pay.